

The U.S. Ambassador's PEPFAR Small Grants Program

Guidelines

Dear PEPFAR Small Grant Applicant,

This document provides information related to the President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program, including program guidelines, application instructions, and contact information. We have also included an application form for your convenience. Please read the information carefully. If you think that you have a project which fulfills the requirements of the fund, complete and submit your application for consideration to the following address:

**Ambassador's PEPFAR Small Grants Program
Embassy of the United States of America
P.O. Box 817
Yaounde**

Selection Timeline

Application deadline: November 30, 2013
Selection period: December 2013
Award period: January 2014

Important reminders

- **The PEPFAR Small Grants Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**
- Limit your answers in the application form to the lines provided.
- Sign the application.
- Do not submit any documents not requested in these instructions.
- If your project is chosen for consideration, someone will contact you to talk to you about the proposal, verify the information on the application, and visit the project site. Please remember to include a sketch and/or a description of how to locate your project's site. Include also a current mailing address, telephone number and e-mail address, if these are available. Tell us if there is someone in Yaoundé who knows about the project and can answer any questions.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application to the Embassy via mail or email.

Contact Information

Address: PEPFAR Small Grants Fund
Embassy of the United States of America
P.O. Box 817
Yaounde

Email: grantsyaounde@state.gov
Telephone: 2220-1500 Ext. 4075
Fax: 2220-1503
Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm

Thank you for your interest in the Ambassador's PEPFAR Small Grants Program. We look forward to hearing from you.

Development Coordinator
U.S. Embassy Yaounde

Introduction

The President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program provides one-time small grants to Cameroonian community-based organizations as part of the U.S. government's commitment to fund HIV/AIDS prevention, care, and support activities. Under this program, projects must originate in the community, and the community must make significant contributions to the success and sustainability of the project achievements.

The maximum support available for most projects is USD \$50,000 (for groups with the proven capacity to manage a budget of this amount.) A single community/group cannot receive more than one grant in a given funding year.

Basic Project Requirements

- Initiated, operated, and maintained by the local community;
- Benefits a large number of people through high-impact, quickly implemented activities;
- Involves a significant local contribution such as money, labor, materials, land, equipment, or other resources;
- Related to HIV/AIDS prevention, care and support, awareness raising and training, capacity building, or organizational and institutional strengthening;
- Improves basic health or social conditions in the community; and
- Completed within one year without requiring further PEPFAR assistance to maintain.

Project Categories and Acceptable Activities and Items

- **Basic Education/Training and Awareness Raising:** Promoting behavior change communications (BCC) and healthy practices through programs or workshops in the areas of:
 - Food and Nutrition;
 - Safe Infant Feeding and Weaning;
 - HIV/AIDS Caregiver education and training;
 - HIV/AIDS prevention and care;
 - Care and support for orphans and vulnerable children (OVC); or
 - Legal aid and psychosocial support.
- **Capacity Building:** Empowering communities to sustainably reduce the spread of HIV/AIDS through:
 - Infrastructure and equipment upgrades at faith-based or private health facilities that provide HIV/AIDS Testing and Care (HTC) and Prevention of Mother to Child Transmission (PMTCT);
 - Acquisition of teaching aids and other equipment that integrates gender and HIV/AIDS awareness in the school curriculum;
 - Water and sanitation services to bolster healthy, secure, and prosperous communities; or
 - Organizational development for community based project monitoring and evaluation by Community Based Organizations or Faith-Based Organizations.
- **Social Services:** Improving the life and living conditions of targeted populations including People Living with HIV/AIDS (PLHIV), orphans and vulnerable children, victims of gender-based violence, and female heads of households.

Projects under this category could include but are not limited to:

- Support of income-generating activities aimed at sustaining HIV/AIDS activities at the community level;
- Strengthening the capacity of families and communities to provide care, support, and protection for orphans and vulnerable children; and
- Removing barriers to enable the full participation of vulnerable people in supportive communities. Activities could include community advocacy and family strengthening.

Unacceptable Activities and Items

- Projects that benefit a select few (private business, family, individual)
- Payment of recurring operating costs such as rent, salaries, administrative or operating costs, ongoing training/education needs, medications, fuel, animal feed, or seeds.
- Religious, political, or military activities, as well as those relating to police, prisons, or law enforcement.
- Revolving credit schemes.
- Office equipment and supplies such as computers, film projectors, stereos, pencils, paper, forms, folders, etc.
- Land or buildings.
- Vehicles, luxury goods, gambling, or surveillance equipment.
- Abortion-related equipment and services.
- Pesticides, fungicides, or herbicides.

Selection and Award Process

The program is highly competitive. If a project is chosen for consideration, someone from the U.S. Embassy will contact the applicant, verify the information, and visit the site. The stages in the selection and award process are:

- The Development Coordinator reviews all the applications and selects a preliminary list of projects.
- The PEPFAR Small Grants committee reviews the preliminary list and selects the finalist projects.
- The Coordinator conducts site visits and works with potential grantees on suggested updates to the proposals. During this phase, the Coordinator makes the final recommendation to the committee and submits a final list of projects for the Ambassador's approval.
- The Ambassador and the project's representative sign the agreements and the grants are awarded.

How to Apply for the Fund

- Complete the application form. The attached application form is also available online. It can also be requested by mail or in person through the PEPFAR Small Grants Office.
- Type or write clearly and answer every question as best as possible.
- Include a specific budget with cost estimates and a timeline.
- Include a sketch or a description of how to find the project's site.
- Indicate if in partnership with others.
- Include precise geographical coverage of the project and an approximated number of beneficiaries.
- The project's representative must sign the application form and give it to a local administrative authority for his or her signature. Examples of local administrative authorities are: the Community Development Officer, the Senior Divisional Officer, the Divisional Officer, or the Mayor.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application to the U.S. Embassy.

The U.S. Ambassador's PEPFAR Small Grants Program

Application

The PEPFAR Small Grants Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

1. Community or Group Information

Name of group or association: _____

Address or P.O. Box: _____

Telephone: _____

E-mail: _____

2. Group Representative or Contact Person Information

Name: _____

Title: _____

Address or P.O. Box: _____

Telephone: _____

E-mail: _____

3.1. Description of Group or Community

- How long has the group existed? _____
- How many members? _____
- How often do you meet? _____
- How are you organized? _____

4. Title of Project: _____

4.1. Location of Project

Village or Quarter: _____ Sub-Division: _____

Division: _____ Region: _____

Every project considered for funding will be visited before final approval. Please include a sketch or description with this application showing how to find your project.

5. Project Description

- Approximately how many people will benefit from this project?

Men _____ Women _____ Boys _____ Girls _____ Total _____

- What is the project? _____

- What is the purpose? _____

- Why is this project necessary? _____

- What is the expected impact of the project? (Describe the new situation that will arise because of the project) _____

- Provide any additional information about the project. Include sketches or drawings of any buildings. (These do not need to be formal blueprints.) _____

- What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.) _____

- When did work on the project begin or when do you anticipate it will begin? _____

- Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the sample on the last page of this form.) _____

6. Project Financial Summary. Attach a detailed budget or cost estimate to your application. For equipment purchase, include pro forma invoices from at least two different sources.

- What is the total cost of this project? _____
- How much money have you already spent on this project? _____
- Who provided this money? _____
- When was this money spent? _____
- How much money does your group have available to spend right now? _____
- How much more money do you need to finish the project? _____
- Do community members anticipate raising more funds on their own? Yes _____ No _____
- If yes, how? _____

- How much money do you expect to raise? _____
- When are the funds expected to be available? _____
- Are other embassies, donors, or government agencies providing money or support for this project?
Yes _____ No _____
- If yes, please provide details. _____

6.1. Community Contribution. What is the community contributing to this project? (Examples: 400 hours of volunteer labor per week; 1,300,000 million CFA francs; 4 truckloads of sand; etc.)

- Labor: Yes ____ No ____ Describe _____

- Equipment: Yes ____ No ____ Describe _____

- Materials: Yes ____ No ____ Describe _____

- Money: Yes ____ No ____ Describe _____

- Other: Yes ____ No ____ Describe _____

6.2. Income Generation. When completed, will the project produce income? Yes _____ No _____

- If yes, how much? _____
- Who will control any income generated? _____
- How will the income be used? _____

6. Embassy Grant

- How much money are you requesting from the United States Embassy? _____
- How will you use this money? _____

Signature of Sponsor
Name: _____
Title: _____
Date: _____

Signature of Local Authority
Name: _____
Title: _____
Date: _____

Applicant Check List

- Include a budget similar to Sample A on the following page.
- Include a timeline similar to Sample B on the following page.
- Include a sketch and/or a description of how to locate your project site.
- Verify that you have provided a correct and current mailing address, telephone number and e-mail address, if these are available.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application to the Embassy.

The Self-Help Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

Sample A: Budget

The budget should be stated in local currency (CFA francs) and include notes explaining the costs associated with each of the line items and other relevant information to support the project budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample budget format.

	Budget Line Item	Total (CFA)
Phase I:	Hall rental	500,000
Institutional Strengthening	Printing materials	350,000
	Transportation	250,000
	Total Phase I	1,100,000
Phase II:	Supplies	900,000
Regional Activities	Meetings	300,000
	Transportation	300,000
	Regional supervisors	180,000
	National supervisor	320,000
	Total Phase II	2,000,000
Phase III:	Hall rental	400,000
Final Workshop	Final workshop	200,000
	Total Phase III	600,000
	Grand Total	3,700,000

Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

Project Activities	September 2011 - April 2012							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Phase I								
Contacting hospitals	X							
Contacting community leaders	X	X						
Designing and printing materials		X	X					
Phase II								
Hiring regional supervisor		X						
PMTCT Outreach activities		X	X	X	X	X	X	
Radio and TV broadcast in three regions		X	X	X	X	X	X	
Phase III								
Hall rental and final workshop							X	
Submission of final report								X